



U.S. Customs & Border Protection  
Office of Information and Technology  
Passenger Systems Program Directorate

# NCIC User Guide

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## NCIC Users Guide

This guide is intended as a complement to the online help system located within the application.

Robust online help is available for every screen and field in TECS to provide immediate assistance when you are performing a task. Help messages often contain links to reference materials, reference guides, and video demonstrations.

- Press <sup>(b) (7)(E)</sup> for screen-level help that explains the overall process and purpose of the screen.
- Press <sup>(b) (7)(E)</sup> for field-level help that explains the meaning of a specific element of data and describes the valid values and program edits.
- As an alternative, select <sup>(b) (7)(E)</sup> to find the screen help, field help, latest release information, and reference materials.



<sup>(b) (7)(E)</sup>  
<sup>(b) (7)(E)</sup>





## NCIC

The National Crime Information Center (NCIC) is a service provided to all local, state, and federal criminal justice agencies, allowing access to an accurate and timely computerized database of criminal justice information of nationwide interest, and a locator file for missing and unidentified persons.

Through the TECS Portal you can gain access to various specific queries:

- Person Query (b) (7)(E)
- Article Query
- Boat Query
- Gun Query
- Securities Query
- Person Query
- Unidentified Person
- Vehicle Query
- Other Query

### Home Menu

The **Home** screen allows you to select a query, review messages you have received, and access the NCIC and Nlets manuals.

Start your query by:

- (b) (7)(E)
- OR
- (b) (7)(E)



## Person Query

The system (b) (7)(E) screen when you select (b) (7)(E) from the TECS homepage. To change query type:

1. Select one of the following from the (b) (7)(E) menu:

- Article Query
- Boat Query
- Gun Query
- Securities Query
- Unidentified Person Query
- Vehicle Query
- Other Query

2. Select (b) (7)(E)

Person Query searches NCIC for:

(b) (7)(E)

To run an NCIC Person Query

(b) (7)(E)



**Image Indicator (IND)** field defaults to automatically include any photo(s).

(b) (7)(E) [REDACTED]

To review a response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select the (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

#### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

#### Command Buttons

(b) (7)(E) [REDACTED]

#### Query Results

##### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

##### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

#### Important Fields

Field Name	Help Information
(b) (7)(E)	(b) (7)(E) (b) (7)(E)
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E) (b) (7)(E)
(b) (7)(E)	(b) (7)(E)



Field Name	Help Information
(b) (7)(E)	(b) (7)(E) [REDACTED]



## Article Query

**Article Query** searches NCIC for lost and/or stolen articles.

To run an NCIC Article Query

(b) (7)(E)



**Image Indicator (IND)** field defaults to automatically include any photo(s).

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E)  
(b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E)  
(b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)



## Boat Query

**Boat Query (QB)** searches NCIC for lost and/or stolen boats, boat trailers, and boat parts.

To run an NCIC Boat Query

(b) (7)(E)



**Image Indicator (IND)** field defaults to automatically include any photo(s).

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E) r.
(b) (7)(E)	(b) (7)(E)



## Gun Query

**Gun Query (QG)** searches for lost, missing, stolen or recovered guns, gun parts and accessories.

To run an NCIC Gun Query

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E)  
(b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)
<b>Image Indicator (IND)</b>	Checkbox is checked by default indicating you wish photos to be returned with the message response. Deselect the checkbox if you wish NOT to display a photograph in the message response.



## Securities Query

**Securities Query (QS)** searches NCIC for stolen, embezzled, used for ransom, or counterfeited securities.

To run an NCIC Securities Query

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)



## Unidentified Person Non-Unique ID Query

**Unidentified Person Non-Unique ID Query (QU)** searches Unidentified Person File for possible matches, i.e., candidate records.

To run an NCIC Unidentified Person Query

(b) (7)(E)



Image Indicator (IND) field defaults to automatically include any photo(s).

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E)
- (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)



## Vehicle Query

**Vehicle Query (QV)** searches NCIC for lost or stolen vehicles, their documents and license plates.

To run an NCIC Vehicle Query

(b) (7)(E)



**Image Indicator (IND)** field defaults to automatically include any photo(s).

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E)
- (b) (7)(E) (b) (7)(E)
- Select (b) (7)(E) to view the message(s).

#### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

**Important Fields**

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)



## Other Query

Other queries are run when the inquiry you need to make does not fit under any of the query types listed, or you know the information being used for the query. For Other query, there is (b) (7)(E)

To run an NCIC Other Query

(b) (7)(E)

To review response, either:

1. Select (b) (7)(E) to display the (b) (7)(E) screen.
2. Select (b) (7)(E) to display the (b) (7)(E) (b) (7)(E) screen.

### Field Tips

- Mandatory fields are (b) (7)(E)
- Some screens display (b) (7)(E) (b) (7)(E)

### Command Buttons

(b) (7)(E)

### Query Results

#### Unacknowledged Message

- If the search criteria you entered are valid, the system (b) (7)(E) (b) (7)(E) (b) (7)(E).
- (b) (7)(E).
- Select (b) (7)(E) to view the message(s).



### Error Messages

If the search criteria you entered are incomplete or invalid, the system displays an error message describing the problem and highlights the fields that are incomplete or have invalid entries.

### Important Fields

Field Name	Help Information
(b) (7)(E)	(b) (7)(E)
(b) (7)(E)	(b) (7)(E)